



Silver

Commonwealth of Kentucky
Employability Certificate



has achieved a WorkKeys[®]
score of level four in:



Applied Mathematics Locating Information Reading for Information

Official state seal
should be applied here
to validate certificate.

Ernie Fletcher, Governor
Commonwealth of Kentucky

Laura E. Owens, Commissioner
Department for Workforce Investment



Employability Certificate

WorkKeys® is a national workforce development system that permits a direct comparison of the skills and levels of skills needed to perform a job with the skills and levels of skills an individual currently possesses. This certificate reports an individual's Applied Mathematics, Locating Information, and Reading for Information levels of skills in relation to the level of these skills needed in 50% of the jobs and occupations contained in® ACT's WorkKeys database. The ACT job profile database now contains thousands of job profiles. This certificate is only awarded to individuals who meet the performance criterion of Level 4 across all three skill areas. Individuals who perform at a Level 4 have the following skill proficiencies:

APPLIED MATHEMATICS

Scale range Levels 3-7

Skills for Level 4

- Perform single-step basic operations (addition, subtraction, multiplication, and division) using whole numbers
- Change a number from one form to another, using whole numbers, fractions, decimals, and percentages
- Add and subtract negative numbers as well as positive numbers
- Perform one or two mathematical operations, such as addition, subtraction, or multiplication on several positive or negative numbers
- Add commonly known fractions, decimals, or percentages (e.g., $\frac{1}{2}$, .75, 25%), and three fractions that share a common denominator
- Calculate averages, simple ratios, proportions, and rates, using whole numbers and decimals

LOCATING INFORMATION

Scale range Levels 3-6

Skills for Level 4

- Find one or two pieces of information in elementary graphics such as simple order forms, bar graphs, tables, flowcharts, and floor plans
- Fill in one or two pieces of information that are missing from these types of elementary graphics
- Find several pieces of information in such types of graphics as detailed forms, tables, graphs, maps, instrument gauges and diagrams
- Summarize and/or compare information and trends in a single graphic
- Summarize and/or compare information and trends among more than one workplace graphic, such as a charge slip and an invoice showing related information; in order to accomplish this, the examinee must determine the relationship among the graphics

READING FOR INFORMATION

Scale range Levels 3-7

Skills for Level 4

- Identify uncomplicated key concepts and simple details
- Recognize the proper placement of a step in a sequence of events, or the proper time to perform a task
- Identify the meaning of a word that is defined within the passage
- Identify the meaning of a simple word that is not defined within the passage
- Recognize the application of instructions given in the passage to situations that are also described in the passage
- Identify important details that are less obvious than those in Level 3
- Recognize the application of more complex instructions, some of which involve several steps, to described situations
- Recognize cause-effect relationships

This certificate of Workplace Skills Attainment is endorsed by the following organizations:

Associated Industries of Kentucky

Bluegrass Chapter of the Society for Human Resource Management

Kentucky Education Cabinet

Council on Postsecondary Education

Kentucky Adult Education

Kentucky Chamber of Commerce

Kentucky Community and Technical College System

Kentucky Industrial Development Council

Kentucky Society for Human Resource Management

Kentucky State District Council of Carpenters